

## **INITIAL NOTIFICATION REPORT**

1. Print or type the following for each separately located dry cleaning plant (facility). The owner of more than one plant must fill out a separate form for each plant.

Owner/Operator: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Plant Address:

Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ Parish/County: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_

2. Check the box below if:

- ☐ your dry cleaner is a pick-up store.  
☐ your dry cleaning plant has only coin-operated dry cleaning machines that are operated by the customers.  
☐ your dry cleaning plant has only petroleum dry cleaning machines.

**If you checked either box above, you can STOP HERE and return the form to the address given in the accompanying letter.**

1. Write in the total volume of perchloroethylene (perc) purchased for ALL of the machines at the dry cleaning plant over the past 12 months:

\_\_\_\_\_ gallons

NOTE: If perchloroethylene purchase records have not been kept at the plant, the volume may be estimated for this initial report.

Method of determining gallons (circle one):

actual                  estimated

2. Next to each machine type listed below, write the number of machines of that type located at your plant:

\_\_\_\_\_ Dry-to-Dry      \_\_\_\_\_ Transfer

3. Provide the following information for EACH MACHINE at your plant. If you have more than four machines at your plant, make additional copies of this page.

	Machine 1	Machine 2	Machine 3	Machine 4
Machine Type (Circle One)	Dry-to-Dry or Transfer	Dry-to-Dry or Transfer	Dry-to-Dry or Transfer	Dry-to-Dry or Transfer
Date Machine Was Installed				
Control Device (Use WORKSHEET on Pages 5 & 6 to Determine Required Control)				
Date Control Device Was Installed or Is Planned to Be Installed				

- The following pollution prevention practices must be performed at your plant starting on 2/20/93. These practices are listed on an attached sheet that can be posted next to your machine:
  - Conduct weekly leak detection and repair program to inspect all dry cleaning equipment for leaks that are obvious from sight, smell, or touch. NOTE: This program is required every other week if you wrote NO CONTROL REQUIRED in the shaded box in Question 5.
  - Repair leaks within 24 hours after they are found, or order repair parts within two working days after detecting a leak that needs repair parts. Install the repair parts by five working days after they are received.
  - Keep a log of the weekly (or biweekly) results of the leak detection and repair program.
  - Follow good housekeeping practices, which include keeping all perc and wastes containing perc in covered containers with no leaks, draining cartridge filters in closed containers, and keeping machine doors shut when clothing is not being transferred.
  - Operate and maintain all dry cleaning equipment according to manufacturers' instructions.

- The following records must be kept at your plant:

- A log of the results of the leak detection and repair program.
  - A log of the amount of perc purchased for the past 12 months, calculated each month.
  - The operation and maintenance manuals for all dry cleaning equipment at the plant.
1. If a room enclosure is installed on a transfer machine as stated in Question 4, the following information about the room enclosure must be attached to this report:
- Description of the materials that the room enclosure is constructed of to show that it is impermeable to perchloroethylene;
  - Explanation of how the room enclosure is operated to maintain a negative pressure at all time while the transfer machine is operating; and
  - Explanation of how the room enclosure exhausts into a carbon adsorber.

9. Print or type the name and title of the Responsible Official for the dry cleaning plant:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

A Responsible Official can be:

- The president, vice president, secretary, or treasurer of the company that owns the dry cleaning plant;
- An owner of the dry cleaning plant;
- The manager of the dry cleaning plant;
- A government official, if the dry cleaning plant is owned by the Federal, State, City, or County government; or
- A ranking military officer, if the dry cleaning plant is located at a military base.

The Responsible Official must certify below that all of the information presented in this initial report is accurate and true.

I CERTIFY THAT INFORMATION CONTAINED IN THIS REPORT TO BE ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE.

---

(Signature of Responsible Official)

### **WORKSHEET**

A. To find out if control is required:

Check all boxes that apply:

- ☐ I reported less than 140 gallons in Question 3 (page 1).
- ☐ I reported less than 200 gallons in Question 3 (page 1) **AND** reported only transfer machines in Question 4 (page 1).

If you checked either box above and all your machines were installed before 12/9/91, you can STOP HERE. Write NO CONTROL REQUIRED in the shaded box on page 2 for each machine at your plant that was installed before 12/9/91. For those machines installed on or after 12/9/91, continue with the rest of the worksheet.

YOU ARE FINISHED WITH THE WORKSHEET. GO TO QUESTION 6 (page 2).

If you did not check a box above, go to Part B below.

---

A. Control is required. Fill out Part B for EACH MACHINE at your plant.

Check the appropriate box:

- ☐ Machine was installed BEFORE 12/9/91.

If you checked this box, your required control is a refrigerated condenser or a carbon adsorber that was installed before 9/22/93. Write REFRIGERATED CONDENSER or CARBON ADSORBER in the shaded box below the machine on page 2.

Control must be installed by 9/22/96.

- ☐ Machine was installed ON OR AFTER 9/22/93.

If you checked this box, your required control is a dry-to-dry machine with refrigerated condenser. Write DRY-TO-DRY MACHINE WITH REFRIGERATED CONDENSER in the shaded box below the machine on page 2. NOTE: NO NEW OR USED TRANSFER MACHINES CAN BE INSTALLED AFTER 9/22/93.

Control must be installed when machine is installed.

- ☐ Machine was installed ON OR AFTER 12/9/91 AND BEFORE 9/22/93.

If you checked this box, your required control is a dry-to-dry machine with refrigerated condenser. Write DRY-TO-DRY MACHINE WITH REFRIGERATED CONDENSER in the shaded box below the machine on page 2.

If the machine you have is NOT a dry-to-dry machine with a refrigerated condenser, the machine must use either a refrigerated condenser or carbon adsorber from 9/22/93 until 9/22/96. On or after 9/22/96, any carbon adsorbers on dry-to-dry machines must be replaced with a refrigerated condenser. If the machine is a transfer machine with a carbon adsorber or a refrigerated condenser, you may keep this installation until 9/22/96. If you plan to keep a dry-to-dry machine with a

carbon adsorber or a transfer machine with either a refrigerated condenser or carbon absorber until 9/22/96, also write this information in the shaded box.

B. To find out if additional control is required:

Check all boxes that apply:

- ☐ I reported 1,800 gallons or less in Question 3 (page 1).
- ☐ I reported 2,100 gallons or less in Question 3 (page 1) **AND** I reported only dry-to-dry machines in Question 4 (page 1).

If you checked either box above, you can STOP HERE. No additional controls are required.

YOU ARE FINISHED WITH THE WORKSHEET. RETURN TO QUESTION 5 (page 2) and write in the dates the controls were or will be installed.

If you did not check a box above, go to Part D below.

A. If additional control is required, fill out Part D for EACH machine at your plant:

Check a box below, if it applies:

- ☐ Machine is a dry-to-dry machine that was installed ON or AFTER 12/9/91.

If you checked this box, you are also required to install a supplemental carbon adsorber.

Write SUPPLEMENTAL CARBON ADSORBER in the shaded box below the machine on page 2.

- ☐ Machine is a transfer machine.

If you checked this box, you are also required to install a room enclosure. Write ROOM ENCLOSURE in the shaded box below the machine on page 2.

YOU ARE FINISHED WITH THE WORKSHEET. RETURN TO QUESTION 5 and write in the dates all controls were or will be installed (page 2).